

## JOB DESCRIPTION

Job title:	Events Coordinator
Hours:	Full time (37.5 hours); or Part time considered (minimum of 24 hours over 4 days) a week
Location:	Hybrid office/remote in core hours. In-person attendance at OBN Events
Reporting to:	Head of Events

OBN is a not-for-profit membership network whose purpose is to catalyse success in the UK's innovative life sciences companies. We do this through helping companies to save time and money, make connections and get investment.

To join our busy Events team, you will be a strong a team player, an effective problem-solver and communicator, proficient in MS Office 365, possess CRM experience, with a strong technical knowledge of Zoom webinar. This is a busy and often demanding role and the ability to remain calm and perform under pressure is a must. The role will demand flexibility with regard to hours, i.e. occasional early starts and late nights and you will need your own transport.

You will be regularly liaising with business leaders within the industry so you must possess a calm, professional and confident approach at all times.

### Key deliverables:

- Provide general end-to-end support on the delivery of the full range of OBN's monthly events, including BioTuesdays, C-Suite breakfasts, BioThirstday and Science Socials – including creating booking pages, setting up ticketing, handling delegate queries, sharing updates with the team, dealing with smaller venues, issuing delegate information, badging, event prep, onsite delegate registration and problem solving, venue co-ordination as well as post event wash-up tasks, such as delegate thank you emails and unpacking
- Oversee the successful delivery of OBN's BioLearn courses, including in-person and virtual hosting, working with the Event Manager and Head of Events to schedule all sessions, liaise with trainers, coordinate marketing activity and all delegate liaison, ensuring all events are in-profit, and appropriate action is taken if this is not the case
- Ensure all event websites are drafted and live wherever possible, coordinate the upkeep of the events calendar and event status document, and ensure all wider team members and board members are sent calendar invites and details for forthcoming events
- Attend most OBN monthly, BioLearn and all cornerstone events, overseeing delegate coordination, delegate trouble shooting and partnering meeting coordination (where applicable) to ensure smooth and successful delivery and outcomes
- Support the team on venue sourcing, new supplier & quotation sourcing as and when required
- Stay alert to new industry trends and flag up ideas in weekly team meetings for ways in which we can improve our operation
- Be an ambassador for the OBN values in an internal and external setting

### Technical skills:

- Ability to communicate professionally via email
- Strong working knowledge of Office 365
- Database (CRM) experience
- Strong technical knowledge of Zoom webinar and ability to host, record and edit digital content as required
- Strong familiarity with digital media, particularly LinkedIn & Twitter

### Personal skills:

- Confident, positive and polite interpersonal skills
- Ability to perform well under pressure on-event, with a high level of initiative
- Organised and efficient with strong attention to detail
- Conscientious and hard-working
- Strong work ethic and results driven

- Ability to work independently as well as part of a close and busy team
- Project management

**Qualifications:**

- Approx. 2 years experience in a similar role
- Excellent command of the English language, both verbal and written
- Educated up to A-Level standard or equivalent

**Five key skills:**

1. Ability to communicate professionally verbally and via email
2. Organised and efficient with strong attention to detail
3. Hard worker, with clear initiative to problem solve on-event
4. Strong technical knowledge of Zoom webinar
5. Ability to perform under pressure on-event

**Rewards:** In addition to basic salary, a discretionary performance and profit-related bonus\* (**qualification from day 1**).

\*Full bonus has been paid for the past 3 years. This role would attract a bonus of up to 15.4% salary, plus a further discretionary amount based on the level of profit above the company's annual target and/or exceptionally high personal performance;

**Other benefits include:**

- Auto-enrolment into the Company Pension scheme following 3 months' service (default contribution 9%, split equally between OBN and the employee);
- Private Healthcare following probation (as this is a benefit in kind and attracts PAYE, the take-up of this benefit is optional);
- Life assurance x 3 times salary, effective immediately;
- 25 days holiday (full-time equivalent), increasing by 1 day pa on achievement of 5, 7 and 10 years' anniversary of employment;
- Personal development;
- Team social activities;
- A fabulous working environment in a new facility, within a close-knit team;
- Hybrid working (full time employees are expected to be office-based 3 days per week)
- Plenty of free car parking and access to charging points.

**Useful resources:**

<a href="http://www.obn.org.uk">www.obn.org.uk</a>	September 2024, Oxford
<a href="http://www.bioforward.co.uk">www.bioforward.co.uk</a>	20 November 2024, London
<a href="http://www.obn-awards.com">www.obn-awards.com</a>	22 January 2024, London
<a href="http://www.bioseed.co.uk">www.bioseed.co.uk</a>	23 & 24 April 2024, London
<a href="http://www.biotrinity.com">www.biotrinity.com</a>	

This job description is a general guideline and may be subject to change based on the specific needs and goals of the organization.

To apply, please forward your CV together with a covering email detailing why you are interested in the role and your view of what makes you a good candidate, to: [recruitment@obn.org.uk](mailto:recruitment@obn.org.uk)

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OBN (UK) Ltd (the Organisation) is committed to encouraging **equality, diversity and inclusion**, and eliminating unlawful discrimination.

The aim is for the Organisation to be truly representative of all sections of society, its customers, and for each employee, to feel respected and able to give their best.

The Organisation, in providing its services is also committed against unlawful discrimination of customers or the public.

Our full EDI Policy is available upon request from [recruitment@obn.org.uk](mailto:recruitment@obn.org.uk)